WebEx Training Center Guide

This document describes the interface of WebEx Training Center and the steps to be taken to schedule a Training session.

Schedule Training Session

1. Go to https://sjsu.webex.com/. On the top right corner click on “Log In”. On the SSO Login page, enter your 9 digit SJSU ID and your SJSUOne password.
2. Select Training Center.
3. To start a new training session, click on “Schedule Training” under Host a Session as shown in the image below:

![Schedule Training Image]
4. Type in the **Topic** for the session.
5. (Optional) Set a session password.
6. If you enter a password, confirm the password by retyping it in the next field.
7. Select the list of people participating in the training session by choosing the appropriate radio button.
8. If the number of attendees exceed the count of 500, then select the corresponding checkbox.
9. If you want a copy of the attendee invitation, select that checkbox.

### Schedule Training Session

**Topic:**

**Set session password:**

**Confirm password:**

- This training session is:
  - Listed for all
  - Listed for authorized users only
  - Unlisted
  - This session will have over 500 attendees
  - Automatically delete session after it ends
  - Send a copy of the attendee invitation to me

### Audio Conference Settings:

1. Select the conference type from the dropdown list.
2. To display the toll-free number, select the checkbox.
3. To display global call-in numbers, select the checkbox.
4. To mute attendees upon entry, select the checkbox.
5. Select the entry and exit tone from the dropdown.
Date and Time:

1. Enter the starting date and time for the session.
2. Select the appropriate time zone from the dropdown list.
3. You can enter the time duration for which the attendees can join before the start time.
4. Select the checkbox if you want the attendees to connect to audio conference.
5. Select if you want the class to be a single session, recurring single-session class, multiple-session class or a class with irregular sessions.
   a. Recurring single-session – Attendees get the option to select for sessions separately. After selecting this option you can select the occurrence to be daily, weekly or monthly. Enter the end date or the number of sessions after which the training should end.
   b. Multiple-session course – Here attendees register for the entire sequence of sessions. After selecting this option you can select the occurrence to be daily, weekly or monthly. Enter the end date or the number of sessions after which the training should end.
   c. Schedule irregular sessions – This gives the option to edit each session later separately. After you select this option, you can enter the date and time for every session manually. You can add multiple sessions by clicking on “Add another session”.

Registration:

1. If you want attendees to register for the training session before they can join, then select the checkbox as shown. After registration, attendees will receive a unique registration ID via email. They must use this ID to join the session.
2. To automatically approve their registration request, select the checkbox as shown. If you do not select this check box, you will have to manually approve each request.

**Invite attendees:**

1. In the textbox provided, enter the email addresses of the people whom you want to invite for attending the session, and click on the Invite attendees button.

**Invite Presenters:**

1. In the textbox provided, enter the email addresses of the people whom you want to invite as presenters in the session, and click on the “Invite Presenters” button.

**Session Options:**

1. To edit the available features mentioned in the textbox for the session, click on **Edit Options**.
2. To redirect attendees to a webpage, enter the URL in the Destination address after session textbox.
3. To customize the greeting message for the attendees when they join the session, click on the **Customize greeting message when attendee joins** link as shown above.
Breakout Session Assignments Settings

Breakout session assignments are in-session assignments. You can pre-assign attendees to breakout sessions or make these settings later from within a training session.

1. To enable Pre-session assignment, select the check box as shown.
2. To automatically assign attendees during the session, select the option as shown. You can further choose the options to set the number of breakout sessions and the number of attendees.
3. You can also choose to manually assign the attendees to the breakout sessions as you manage their registrations. This option requires enabling the attendee registration option.
4. To edit the types of email messages that you want to send, click on Edit Email Options.

Session Information:

1. Enter the Agenda for the session in the textbox provided.
2. Enter the Description about the session in the textbox provided.
3. To add or remove pictures while filling the session information, click on Import Picture or Remove Picture buttons in the Graphics section as shown above.
Course Material:

You can upload course files, so that participants can download them for reference before the session starts. To add files, click on Add Course Material button as shown and select the files in your My Files section. If the files are not already present in the My Files section, then you must upload the files first.

Tests:

To add a test to this session from your Test Library click on the Add Test button. To create a new test or to import it from a polling questionnaire, you have to schedule the session first. Then, on the confirmation page of the session, you can click on the Add Test button. This test can be edited any time later by going to session information page.

Once you have selected the necessary settings, click on Schedule or Start Session.